# GUIDEBOOK

**For Issuing**

**Orders Under**

**Indefinite Quantity Contracts (IQCs)**

CHAPTER 1: PURPOSE

CHAPTER 2: BACKGROUND

CHAPTER 3: MULTIPLE AWARD CONTRACTING (MAC) WITH IQCs

- What is it?
- Considerations in ordering under a MAC

*SUBPART 3.1: PROCESSING A COMPETITIVE ORDER*

- Package Preparation
- RFP/RFQ Formats
- Proposal Requirements and Formats
- Proposal Evaluation
- Award
- Debriefings

*SUBPART 3.2: PROCESSING A SOLE SOURCE ORDER*

- Package Preparation
- RFP/RFQ Formats
- Proposal Requirements and Formats
- Proposal Evaluation
- Award

CHAPTER 4: SINGLE AWARD CONTRACTING WITH IQCs

- Package Preparation
- RFP/RFQ Formats
- Proposal Requirements and Formats
- Proposal Evaluation
- Award

CHAPTER 5: ADMINISTERING THE BASIC IQC

APPENDIX A: FREQUENTLY ASKED QUESTIONS (FAQs)

APPENDIX B: SAMPLE TOOLS

APPENDIX C: REFERENCES

APPENDIX D: ACRONYM LIST


MAIN MENU

# Chapter 1: Purpose

- Present streamlining initiatives to expedite orders issued under IQC vehicles
- Serve as a consolidated source for finding applicable references quickly and easily
- Provide sample tools to assist Specialists in making the process easier, faster, and better
- Provide answers to frequently asked questions (FAQs)

# Chapter 2: Background

- GSA aggressively marketing for DoD dollars
- GSA offers customers:
  - short RFP development and award cycle (average of 14 days total)
  - interactive approach between customer/contractor/GSA
  - simplified procedures and award
  - use of oral presentations
- Customers must pay GSA a percentage of the total contract price for processing the requirement
  - GSA incentivizes customers to lower this percentage by bringing additional work to them

# *Chapter 2: Background*

- **NAWCTSD/STRICOM must join the race!!!**
- **<u>Goal</u>: Get customers what they want, when they want it, at a price they can afford**

# Chapter 2: Background

- **Indefinite-Quantity Contract**
  - **Limits the Government's obligation to the minimum quantity specified in the contract**
    - **minimum purchase must be obligated when the contract is executed (FAR 16.504(a)(1))**
  - **Requires a maximum quantity or dollar value of supplies/services be stated in the Schedule (FAR 16.504(a)(4)(ii))**
  - **Provides the Government the ability to issue orders when requirements become known**
  - **Placement of an order against an IQC is a legal right of the Government as long as the requirement is *within the scope* of the basic contract**

# Chapter 2: Background

- **Protests are not authorized in connection with the issuance of a task/delivery order except on the grounds that the order *increases the scope, period, or maximum value of the contract* (FAR 16.505(a)(6))**

MAIN MENU

# Chapter 3: Multiple Award Contracting with IQCs
## What is it?

- Procurement method in which identical contracts are awarded to 2 or more offerors
- Preferred method of contracting for IQCs per FAR 16.504(c)
- Exceptions to MAC:
  - Total estimated value of contract under $100K
  - only 1 contractor capable of providing supply/services due to unique or highly specialized nature

# *Chapter 3: Multiple Award Contracting with IQCs*
## What is it?

- **Exceptions to MAC (cont'd)**
  - **single award will provide more favorable terms and conditions**
  - **cost of administering MACs may outweigh potential benefits**
  - **nature of work to be performed is integrally related to previous work completed (i.e. continuing effort)**
  - **multiple awards not in best interest of Government**

# *Chapter 3: Multiple Award Contracting with IQCs*
## Considerations in Ordering

- **Fair Opportunity**
  - **Under MACs each awardee shall be provided a fair opportunity to be considered for each order in excess of $2,500.**
  - **Procedures and selection criteria that will be used to provide MAC contractors a fair opportunity should be set out in the basic solicitation and contract.**

# Chapter 3: Multiple Award Contracting with IQCs
## Considerations in Ordering

- **Exceptions to Fair Opportunity**
  - **Urgency**
  - **Only one contractor is capable because the supplies or services ordered are unique or highly specialized**
  - **For economy and efficiency as logical follow-on to an order previously issued (and which awardees were given fair opportunity to be considered)**
  - **Satisfy minimum guarantee**

# *Subpart 3.1: MAC-Competitive Orders*
## Package Preparation

- **Task packages shall include at a minimum:**
  - **purchase description (i.e. SOW, SOO, Description of Work, etc.)**
    - **Paragraph 1 of SOW/SOO must address how effort being procured falls under scope of basic IQC**
  - **quantity**
  - **delivery schedule (supply) or period of performance (service)**
  - **Independent Government Cost Estimate (IGCE)**

# *Subpart 3.1: MAC-Competitive Orders*
## Package Preparation

- **Task packages shall include at a minimum (cont'd):**
  - **T/FAD**
  - **CDRLs (if applicable)**
  - **DD Form 254, Security Classification (required for classified work)**
- **Develop a Source Selection Plan/Proposal Evaluation Plan**
  - **concurrent with the processing of the task package**
  - **prior to release of solicitation**

# *Subpart 3.1: MAC-Competitive Orders*
## Package Preparation

- **Streamlining initiatives**
  - **Use of SOO will speed up package preparation lead time**
  - **Request advance copies of task package documents to expedite processing of award**
  - **Use an abbreviated Source Selection Plan/Proposal Evaluation Plan (click icon for sample)**

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MAIN MENU

# *Subpart 3.1: MAC-Competitive Orders*
## RFP/RFQ Formats

- **Various RFP/RFQ formats are available**
  - **may be issued formally using Uniform Contract Format (UCF)**
  - **may use RFP/RFQ letter format (click icon for sample)**

RFP/RFQ Letter

  - **may use oral RFP/RFQs (more common in supply type buys)**

# *Subpart 3.1: MAC-Competitive Orders*
## RFP/RFQ Formats

- **Streamlining initiatives:**
  - **Communicate early (during SOW development) with industry**
  - **Issue letter RFP/RFQ via e-mail**

# *Subpart 3.1: MAC-Competitive Orders*
## Proposal Requirements and Format

- Varies depending on source selection approach
- In compliance with the delivery/task order RFP
- Must include
  - price
- May include
  - technical
  - past performance

# *Subpart 3.1: MAC-Competitive Orders*
## Proposal Requirements and Format

- **Streamlining initiatives**
  - **Proposal requirements should be minimized**
  - **Focus on critical aspects and top level approach**
  - **Use oral presentations for technical**
    - **do not require a written proposal other than slides**
  - **Review past performance on previous task/delivery orders issued under corresponding basic IQC**
    - **quality**
    - **timeliness**
    - **cost control**

# *Subpart 3.1: MAC-Competitive Orders*
## Proposal Evaluation

- **Varies depending on source selection approach**
  - **Can use any approach outlined in the FAR and in the basic contract**
- **In compliance with the delivery/task order RFP**
- **Procedures for selecting awardee need not comply with competition requirements of FAR part 6**
- **Formal evaluation plans or scoring of quotes or offers are not required**

# *Subpart 3.1: MAC-Competitive Orders*
## Proposal Evaluation

- **Streamlining Initiatives:**
  - **Tradeoff with cost as the most significant factor**
  - **Use oral presentations**
  - **Need dedicated team for evaluations**
  - **Conduct accelerated evaluations using simple worksheets with only very critical elements being evaluated (click icon for sample)**
    - **Complete worksheets immediately following the oral presentations and submit directly to PCO/SSA**
    - **Use evaluation summary worksheets for tradeoff analysis (click icon for sample)**

Tech Eval Worksheet-Subfactor 1

Tech Eval Worksheet-Subfactor 2

Eval Summary Worksheet

MAIN MENU

# *Subpart 3.1: MAC-Competitive Orders*
## Proposal Evaluation

- **Streamlining initiatives (cont'd)**
  - **Separate Evaluation reports (technical, price/cost, etc.) <u>not</u> required**
    - **Price Negotiation Memorandum or similar documentation will be utilized by the PCO to document evaluation results**

# *Subpart 3.1: MAC-Competitive Orders*
## Award

- **Abbreviated Price Negotiation Memorandum (PNM) (click icon for sample)**
  - **May be used for buys < $500K**
  - **May be used for buys ≥ $500K at the PCO's discretion**
  - **Still need:**
    - **NAVSO 4310/1 Business Clearance Memorandum Cover Sheet (click icon for form)**
    - **Business Clearance Checklist (click icon for form)**

PNM for competitive orders under MACs

navso4310/1

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MAIN MENU

# *Subpart 3.1: MAC-Competitive Orders*
## Award

- **DD Form 1155-Order for Supplies or Services (click icon for form)**
  - **Instructions for completing at DFARS 253.213-70**
  - **In accordance with FAR 16.505, orders shall contain at a minimum:**
    - **Date of order**
    - **Contract number and order number**
    - **Item number and description, quantity, and unit price or estimated cost or fee**
    - **Delivery or performance schedule**
    - **Place of delivery or performance (including consignee)**
    - **Packaging, packing, and shipping instructions, if any**
    - **Accounting and appropriation data**
    - **Method of payment and payment office, if not specified in basic**

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MAIN MENU

# *Subpart 3.1: MAC-Competitive Orders*
## Award

- **Notify unsuccessful offeror(s) via e-mail**
- **Complete DD Form 1057 or DD Form 350**
  - **DD Form 1057 for orders that are ≤ $25,000 (click icon for form)**

DD1057-FY01

  - **DD Form 350 for orders >$25,000 (click icon for form)**

DD350-FY01

# *Subpart 3.1: MAC-Competitive Orders*
## Debriefings

- **Although formal debriefings are not required per FAR parts 15.502 and 16.505(b)(1), they are encouraged.**
- **At the discretion of the Contracting Officer, the Government may be agreeable to meeting with offerors in providing feedback in regards to task/delivery order proposals.**
- **Refer to FAR 15.506 for information that may be included as feedback.**

# *Subpart 3.2: MAC-Sole Source Orders*
## Package Preparation

- **Task packages shall include at a minimum:**
  - **purchase description (i.e. SOW, SOO, Description of Work, etc.)**
    - **Paragraph 1 of SOW/SOO must address how effort being procured falls under scope of basic IQC**
  - **quantity**
  - **delivery schedule (supply) or period of performance (service)**
  - **Independent Government Cost Estimate (IGCE)**

# *Subpart 3.2: MAC-Sole Source Orders*
## Package Preparation

- **Task packages shall include at a minimum (cont'd):**
  - **T/FAD**
  - **CDRLs (if applicable)**
  - **DD Form 254, Security Classification (required for classified work)**
- **J&A or sole source memorandum should be written concurrent with the processing of the task package**

# *Subpart 3.2: MAC-Sole Source Orders*
## Package Preparation

- **Streamlining initiatives:**
  - **Use of SOO will speed up package preparation lead time**
  - **Request advance copies of task package documents to expedite processing of award**
  - **For orders ≤ $500,000, utilize a sole source memorandum vice a J&A (click icon for sample)**

Solesourcememo

# *Subpart 3.2: MAC-Sole Source Orders*
## RFP/RFQ Formats

- **Various RFP/RFQ formats are available**
  - **may be issued formally using Uniform Contract Format (UCF)**
  - **may use RFP/RFQ letter format**
  - **may use oral RFP/RFQs (more common in supply type buys)**

# *Subpart 3.2: MAC-Sole Source Orders*
## RFP/RFQ Formats

- **Streamlining initiatives:**
  - **Issue letter RFP/RFQ via e-mail**

# *Subpart 3.2: MAC-Sole Source Orders*
## Proposal Requirements and Format

- **In compliance with the delivery/task order RFP**
- **Must include**
  - **price**
- **May include**
  - **technical**
  - **past performance**

# *Subpart 3.2: MAC-Sole Source Orders*
## Proposal Requirements and Format

- **Streamlining initiatives:**
  - **Proposal requirements should be minimized**
  - **Focus on critical aspects and top level approach**
  - **Consider forming an integrated product team**
    - **include a contractor representative**
    - **develop technical approach and price as a team**

# *Subpart 3.2: MAC-Sole Source Orders*
## Proposal Evaluation

- **In compliance with the delivery/task order RFP**
- **Abbreviated technical evaluation addressing**
  - **labor categories and hours**
  - **travel**
  - **material**
  - **subcontracts**
  - **if technical proposal submitted, a determination that the contractor has the technical capability to perform the effort**

# *Subpart 3.2: MAC-Sole Source Orders*
## Proposal Evaluation

- **If the basic contract did not establish the price for the supply or service the contracting officer must establish prices for each order using the policies and methods in FAR subpart 15.4.**
- **If direct and/or indirect rates not established in basic contract, may need rate verification from DCAA (click icon for form)**

- **If a FAR exception does not apply, then for orders over $550,000 a Certificate of Current Cost or Pricing Data will be required**

# *Subpart 3.2: MAC-Sole Source Orders*
## Award

- **Abbreviated Price Negotiation Memorandum (PNM) (click icon for sample)**
  - **May be used for buys < $500K**
  - **May be used for buys ≥ $500K at the PCO's discretion**
  - **Still need:**
    - **NAVSO 4310/1 Business Clearance Memorandum Cover Sheet (click icon for form)**
    - **Business Clearance Checklist (click icon for form)**

PNM for sole source orders under MACs

navso4310/1

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# *Subpart 3.2: MAC-Sole Source Orders*
## Award

- **Abbreviated PNM (cont'd)**
  - **If profit/fee is not established in basic contract, then a DD Form 1547, Record of Weighted Guidelines Application may be required. (click icon for form)**
  - **If Facilities Capital Cost of Money is proposed, then a DD Form 1861, Contract Facilities Capital Cost of Money may be required. (click icon for form)**

DD1547_DD1861

# *Subpart 3.2: MAC-Sole Source Orders*
## Award

- **DD Form 1155-Order for Supplies or Services (click icon for form)**
  - **Instructions for completing at DFARs 253.213-70**
  - **IAW FAR 16.505, orders shall contain at a minimum:**
    - **Date of order**
    - **Contract number and order number**
    - **Item number and description, quantity, and unit price or estimated cost or fee**
    - **Delivery or performance schedule**
    - **Place of delivery or performance (including consignee)**
    - **Packaging, packing, and shipping instructions, if any**
    - **Accounting and appropriation data**
    - **Method of payment and payment office, if not specified in basic**

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# *Subpart 3.2: MAC-Sole Source Orders*
## Award

- **Complete DD Form 1057 or DD Form 350**
  - **DD Form 1057 for orders that are ≤ $25,000 (click icon for form)**

DD1057-FY01

  - **DD Form 350 for orders >$25,000 (click icon for form)**

DD350-FY01

MAIN MENU

- **Task packages shall include at a minimum:**
  - **purchase description (i.e. SOW, SOO, Description of Work, etc.)**
    - **Paragraph 1 of SOW/SOO must address how effort being procured falls under scope of basic IQC**
  - **quantity**
  - **delivery schedule (supply) or period of performance (service)**
  - **Independent Government Cost Estimate (IGCE)**

- **Task packages shall include at a minimum (cont'd):**
  - **T/FAD**
  - **CDRLs (if applicable)**
  - **DD Form 254, Security Classification (required for classified work)**

# *Chapter 4: Single Award IQCs*
## Package Preparation

- **Streamlining initiatives:**
  - **Use of SOO will speed up package preparation lead time**
  - **Request advance copies of task package documents to expedite processing of award**

# *Chapter 4: Single Award IQCs*
## RFP/RFQ Formats

- **Various RFP/RFQ formats are available**
  - **may be issued formally using Uniform Contract Format (UCF)**
  - **may use RFP/RFQ letter format**
  - **may use oral RFP/RFQs (more common in supply type buys)**

# *Chapter 4: Single Award IQCs*
## RFP/RFQ Formats

- **Streamlining initiatives:**
  - **Communicate early (during SOW development) with industry**
  - **Issue letter RFP/RFQ via e-mail**
  - **Consider use of Unilaterally Priced Orders (UPOs) if clause is contained in basic contract (click icon for UPO sample clause language)**

    - **allows Contracting Officer to issue orders unilaterally within specified dollar and period of performance thresholds**
    - **UPOs do not require contractors to submit proposals, thereby decreasing lead time to award**

# *Chapter 4: Single Award IQCs*
## Proposal Requirements and Format

- In compliance with the delivery/task order RFP
- Must include
  - price
- May include
  - technical
- Streamlining initiatives:
  - Proposal requirements should be minimized
  - Focus on critical aspects and top level approach
  - Consider forming an integrated product team
    - include a contractor representative
    - develop technical approach and price as a team

# *Chapter 4: Single Award IQCs*
## Proposal Evaluation

- **In compliance with the delivery/task order RFP**
- **Abbreviated technical evaluation addressing**
  - **labor categories and hours**
  - **travel**
  - **material**
  - **subcontracts**
  - **if technical proposal submitted, a determination that the contractor has the technical capability to perform the effort**

# *Chapter 4: Single Award IQCs*
## Proposal Evaluation

- **If direct and/or indirect rates not established in basic contract, may need rate verification from DCAA (click icon for form)**

DCAARates

- **If a FAR exception does not apply, then for orders over $550,000 a Certificate of Current Cost or Pricing Data will be required**
- **Streamlining Initiatives:**
  - **If little variance exists between contractor proposed cost and IGCE, reconsider whether a technical evaluation is even necessary**
    - **document reasonableness based on price analysis conducted in comparison to IGCE (FAR 15.404) and document basis for IGCE development**

# Chapter 4: Single Award IQCs
## Award

- **Abbreviated Price Negotiation Memorandum (PNM) (click icon for sample)**
  - **May be used for buys < $500K**
  - **May be used for buys ≥ $500K at the PCO's discretion**
  - **Still need:**
    - **NAVSO 4310/1 Business Clearance Memorandum Cover Sheet (click icon for form)**
    - **Business Clearance Checklist (click icon for form)**

PNM for single award IQCs

navso4310/1

bcm_cklst

- **Abbreviated PNM (cont'd)**
  - **If profit/fee is not established in basic contract, then a DD Form 1547, Record of Weighted Guidelines Application may be required. (click icon for form)**
  - **If Facilities Capital Cost of Money is proposed, then a DD Form 1861, Contract Facilities Capital Cost of Money may be required. (click icon for form)**

DD1547_DD1861

# Chapter 4: Single Award IQCs
## Award

- **DD Form 1155-Order for Supplies or Services (click icon for form)**
  - **Instructions for completing at DFARs 253.213-70**
  - **IAW FAR 16.505, orders shall contain at a minimum:**
    - **Date of order**
    - **Contract number and order number**
    - **Item number and description, quantity, and unit price or estimated cost or fee**
    - **Delivery or performance schedule**
    - **Place of delivery or performance (including consignee)**
    - **Packaging, packing, and shipping instructions, if any**
    - **Accounting and appropriation data**
    - **Method of payment and payment office, if not specified in basic**

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# Chapter 4: Single Award IQCs
## Award

- **Complete DD Form 1057 or DD Form 350**
  - **DD Form 1057 for orders that are ≤ $25,000 (click icon for form)**

DD1057-FY01

  - **DD Form 350 for orders >$25,000 (click icon for form)**

DD350-FY01

MAIN MENU

# Chapter 5: Administering the Basic IQC

- PCOs are ultimately accountable for the actions taken by authorized ordering activities
  - to protect PCO's control over an IQC, recommend drafting a guide outlining unique features of the IQC and the ordering procedures to be used
- PCO/Specialists should monitor use of IQC
  - track funds obligated, labor hours expended, number of orders issued, and past performance (emphasis on poor performance)
  - click icon for sample tracking tool for MACs
  - click icon for sample tracking tool for Single Award IQCs

Tracking Tool - MACs

Tracking Tool - Single Award IQCs

# *Appendix A: Frequently Asked Questions (FAQs)*

**Q: Are business clearances necessary on orders?**

**A: The contracting officer must document in the contract file the rationale for placement and price of each order. This can be done in an abbreviated price negotiation memorandum. For orders that will require a contract review board (see next question), a more structured business clearance in the format recommended by NAVAIR Instruction 4200.30E may be appropriate.**

# Appendix A: Frequently Asked Questions (FAQs)

**Q: Are business clearances/price negotiation memorandums subject to contract review boards?**

**A: In accordance with NAWCTSD, Contracts Department, Standard Operating Procedure (SOP) 4-7, Contract Review Boards (CRBs), for orders ranging from $10M to under $50M, a junior CRB is required. For orders $50M and up, a senior CRB is required. The following delivery/task order types are exempt from all board requirements: (1) Time and Material orders if the basic award establishes firm labor categories, maximum hours for each labor category, and firm rates for each of the labor categories with material and**

# *Appendix A: Frequently Asked Questions (FAQs)*

**A: (continued)**

**ODCs being acquired at cost plus handling charge and (2) cost reimbursement level of effort orders (purpose of task order is contractor's time versus an end product).**

**If the required board will adversely impact the schedule for award, it is recommended to seek a waiver for the board outlining the schedule impact and requesting the go ahead to proceed.**

# *Appendix A: Frequently Asked Questions (FAQs)*

**Q: Are orders required to have legal review before issuance?**

**A: In accordance with NAWCTSD, Contracts Department SOP 4-4, Review of Code 257 Actions by Intellectual Property and Legal Counsel, legal review is required for orders exceeding $1,000,000. Also, orders under $1,000,000 can have legal review at the Contracting Officer's discretion.**

# *Appendix A: Frequently Asked Questions (FAQs)*

**Q: Is an Acquisition Plan (AP) required on orders exceeding the applicable threshold ($5M,$15M, 30M)?**

**A: No. The AP for the basic contract should have encompassed all actions anticipated under the award.**

# *Appendix A: Frequently Asked Questions (FAQs)*

**Q: Is a synopsis in the Commerce Business Daily (CBD) required for orders?**

**A: Per FAR Part 5.202(a)(6) a synopsis need not be submitted for the proposed contract action. Furthermore, per FAR Part 5.301(b)(4) a synopsis is not required announcing delivery/task order award.**

# Appendix A: Frequently Asked Questions (FAQs)

**Q: Are Justification & Approvals (J&As) required for issuing a sole source order under a MAC?**

**A: In accordance with NAVAIR Instruction 4200.31C, since orders placed under requirements contracts, definite delivery contracts and indefinite quantity contracts are exempt from the provisions of FAR Part 6, Competition Requirements, they do not require a J&A. However, for orders over $500,000, it is recommended that a J&A be written in the standard format and submitted to the Procuring Activity Competition Advocate (Director of Contracts) for approval. For orders equal to or under**

# *Appendix A: Frequently Asked Questions (FAQs)*

**A: (continued)**

**$500,000, a sole source memorandum outlining the justification and approved by the PCO should be included within the contract file. The J&A or sole source memorandum should cite one of the exceptions outlined in FAR part 16.505 and the clause within the basic contract that specifies as such.**

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# Appendix A: Frequently Asked Questions (FAQs)

**Q: Are debriefings required for orders issued competitively against MACs?**

**A: Although formal debriefings are not required per FAR parts 15.502 and 16.505(b)(1), they are encouraged. At the discretion of the Contracting Officer, the Government may be agreeable to meeting with offerors in providing feedback in regards to task/delivery order proposals. Refer to FAR 15.506 for information that may be included as feedback.**

# *Appendix A: Frequently Asked Questions (FAQs)*

**Q: Is a Procurement Planning Conference (PPC) required for orders issued under IQCs?**

**A: Yes, if the estimated value of the order exceeds $1 million. According to local policy located on the NAWCTSD Acquisition Guide entitled Procurement Planning Conference, there are no longer any exceptions to this requirement.**

# *Appendix A: Frequently Asked Questions (FAQs)*

**Q: Is a small business set-aside determination and review required for orders issued under IQCs?**

**A: Although set-aside determinations and reviews are not required per NAWCTSD, Contracts Department SOP 1-6, Review of Code 27 actions by Deputy for Small Business (27B) and Small Business Administration Procurement Center Representative (SBA PCR), it is recommended that orders be staffed through the small business office during the acquisition planning phase.**

# Appendix A: Frequently Asked Questions (FAQs)

**Q: Is a CHINFO (Navy Chief of Information) notice required for orders exceeding the applicable threshold ($5M)?**

**A: In accordance with DFARS 205.303 (b), the initial award of the basic IQC contract is to be reported when the estimated face value exceeds $5 million (excluding options). Do not report individual orders issued up to the estimated face value. However, after the estimated face value originally reported is reached, report subsequent modifications and orders that have a face value exceeding $5 million.**

# Appendix B: Sample Tools

## PNM Samples:

PNM for competitive orders under MACs

PNM for sole source orders under MACs

PNM for single award IQCs

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# Appendix B: Sample Tools

## Evaluation Tools:

Tech Eval
Worksheet-Subfactor 1

Tech Eval
Worksheet-Subfactor 2

Eval Summary
Worksheet

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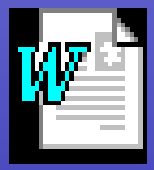
# Appendix B: Sample Tools

## Other Tools:

RFP/RFQ Letter



UPO clause

abr_ssp_pep

Tracking Tool - MACs

Tracking Tool - Single Award

solesourcememo

# Appendix C: References

| | |
|---|---|
| Defense Acquisition Deskbook (FAR, DFARS, NAPS) | http://www.deskbook.osd.mil |
| NAVAIR Inst 4200.31C: Reqmts for Prep of J&As and D&Fs Under Competition in Contracting Act | http://www.ntsc.navy.mil/Resources/Library/Acqguide/4200-31.htm |
| Contracts Competency Instruction 4200.30E: Business Clearance Review and Approval Process | http://140.229.36.117/contracts/contracts |
| Procurement Planning Conference | http://www.ntsc.navy.mil/Resources/Library/Acqguide/PPC.HTM |

# Appendix C: References

| | |
|---|---|
| NAWCTSD SOP 1-6: Review of Code 257 Actions by Deputy for Small Business (257B) and Small Business Administration Procurement Center Representative (SBA PCR) | https://cws.ntsc.navy.mil/code2/sop/index.cfm |
| NAWCTSD SOP 4-4: Review of Code 257 Actions by Intellectual Property and Legal Counsel | https://cws.ntsc.navy.mil/code2/sop/index.cfm |
| NAWCTSD SOP 4-7: Contract Review Boards (CRBs) | https://cws.ntsc.navy.mil/code2/sop/index.cfm |

# Appendix D: Acronym List

| | |
|---|---|
| *CBD* | COMMERCE BUSINESS DAILY |
| *CDRL* | CONTRACT DATA REQUIREMENTS LIST |
| *CRB* | CONTRACT REVIEW BOARD |
| *DD1057* | MONTHLY CONTRACTING SUMMARY OF ACTIONS $25,000 OR LESS |
| *DD1155* | ORDER FOR SUPPLIES OR SERVICES |
| *DD1547* | RECORD OF WEIGHTED GUIDELINES APPLICATION |
| *DD1861* | CONTRACT FACILITIES CAPITAL COST OF MONEY |
| *DD254* | CONTRACT SECURITY CLASSIFICATION SPECIFICATION |
| *DD350* | INDIVIDUAL CONTRACTING ACTION REPORT |
| *D&F* | DETERMINATION AND FINDINGS |
| *DFARS* | DEFENSE FEDERAL ACQUISITION REGULATIONS SUPPLEMENT |
| *DoD* | DEPARTMENT OF DEFENSE |
| *FAQ* | FREQUENTLY ASKED QUESTION |
| *FAR* | FEDERAL ACQUISITION REGULATIONS |
| *GSA* | GENERAL SERVICES ADMINISTRATION |
| *IGCE* | INDEPENDENT GOVERNMENT COST ESTIMATE |
| *IQC* | INDEFINITE QUANTITY CONTRACT |
| *J &A* | J USTIFICATION AND APPROVAL |
| *MAC* | MULTIPLE AWARD CONTRACT |
| *NAVSO 4310/1* | BUSINESS CLEARANCE MEMORANDUM COVER SHEET |
| *NAWCTSD* | NAVAL AIR WARFARE CENTER TRAINING SYSTEMS DIVISION |
| *PCO* | PROCURING CONTRACTING OFFICER |
| *PPC* | PROCUREMENT PLANNING CONFERENCE |
| *PNM* | PRICE NEGOTIATION MEMORANDUM |
| *RFP* | REQUEST FOR PROPOSAL |
| *RFQ* | REQUEST FOR QUOTE |
| *SOO* | STATEMENT OF OBJ ECTIVES |
| *SOW* | STATEMENT OF WORK |
| *SSA* | SOURCE SELECTION AUTHORITY |
| *SSP* | SOURCE SELECTION PLAN |
| *STRICOM* | SIMULATION, TRAINING & INSTRUMENTATION COMMAND |
| *T/FAD* | TASKING/FUNDING AUTHORIZATION DOCUMENT |